CITY OF HOUSTON

Job Posting

tn *Applications accepted from:*	**ALL PERSONS INTERESTED**

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2	*Job Classification*	**SYSTEMS CONSULTANT**
3	*Posting Number*	**PN# 113057**
4	*Department*	**Department of Public Works & Engineering**
5	*Division*	**Traffic & Transportations Division**
6	*Section*	**Houston Transtar**
7	*Reporting Location*	**6922 Old Katy Road**
8	*Workdays & Hours*	**M - F, 8:00 a.m. – 5:00 p.m.***

*Subject to change

9 _DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS_
Perform all related job duties required to maintain network integrity within Houston Transtar. Assure that users of the Houston Transtar networks are communicating and have appropriate access to information. Install and maintain the testing and upgrading of new and existing hardware/software. Provide email configuration and management. Monitor and prioritize daily helpdesk tickets. Provide full software/hardware support for Desktop and Laptop on ADMIN Network. Oversee network configuration and management for Transtar's ADMIN Network. Provide backup support for daily data backup and data storage. Provide backup support to Operation Network Administrators. Provide guidance and coordinate network support with each agency. Provide guidance and support on WAN. Perform other duties as assigned.

10 _WORKING CONDITIONS_
This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 _MINIMUM EDUCATIONAL REQUIREMENTS_
Requires a Bachelor's degree in Computer Science, Business Administration, Engineering, Mathematics or a closely related field.

12 _MINIMUM EXPERIENCE REQUIREMENTS_
Five (5) years related experience in programming and systems analysis or a closely related field are required. Directly related experience may be substituted for the education requirement on year-for-year basis.

13 _MINIMUM LICENSE REQUIREMENTS_
Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 _PREFERENCES_
Preference will be given to applicants with knowledge in Novell servers configuration and maintenance, Windows servers configuration and maintenance, and Wireless LAN configuration and maintenance.

15 _SELECTION/SKILLS TESTS REQUIRED_   None
However, the Department may administer a skill assessment evaluation.

16 _SAFETY IMPACT POSITION_   ■ **Yes**   ☐ **No**
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 _SALARY INFORMATION_
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:
Salary Range - Pay Grade 26
$1587 - $3,016 Biweekly $41,262 - $78,416 Annually

18 _OPENING DATE_   **September 06, 2006**

19 _CLOSING DATE_   **Open Until Filled**

20 _APPLICATION PROCEDURES_
Original applications **and resume** only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our TDD (Telephone Device for the Deaf) is (713) 837-9471

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